



State of Maine State Emergency Operations Center Planning Meeting

April 2026



1. Meeting Basics

- 1.1 **Meeting Title:** Planning Meeting
- 1.2 **Meeting Purpose:** Serves as a final review and validation of the drafted Incident Action Plan (IAP). Its purpose is to obtain final concurrence from all key stakeholders before the SEOC Manager or Policy Group Lead approves of the Incident Action Plan and its subsequent distribution.
 - 1.2.1 **Frequency:** This meeting occurs just once during each operational period.
 - 1.2.2 **Time:** Activation + 540 minutes (9 Hours)
 - 1.2.3 **Location:** Policy Office
 - 1.2.4 **Duration:** ~60 minutes
 - 1.2.5 **Resource Requirements:** Computer Access, Wi-Fi
 - 1.2.6 **Decisions:** Approval of the Incident Action Plan

2. Meeting Composition

- 2.1 **Lead:** Planning Section Chief
The Lead (Content Owner) is the primary speaker, subject matter expert, or authority figure who presents the plan or sets the objectives
- 2.2 **Facilitator:** Planning Section Chief
The Facilitator (Process Owner) focuses on the agenda. They watch the clock, call on speakers, and keep discussions on track. They are "neutral" regarding the content.
- 2.3 **Attendees:**
 - 2.3.1 Attendees (Required): Policy Group, Command Staff & General Staff (All)
 - 2.3.2 Attendees (Optional): Federal Emergency Management Agency, Maine National Guard

3. Meeting Agenda

- 3.1 **Initial Roll Call [No Slide];** 0 Minutes; Planning Section Chief; Confirm the presence of attendees detailed in section 2.3. (Roll call sheet can be used as a reference)
- 3.2 **Situation, Priorities and Objectives Review [No Slide];** 5 Minutes; Planning Section Chief; Provides any changes related to the event that have occurred since the end of the Situation Update Briefing. The Planning Section Chief also reviews the next operational period objectives.

- 3.3 **Review the Incident Action Plan (IAP) [No Slide];** 30 Minutes; Planning Section Chief; Review the plan and clarification of any issues or concerns.
- 3.4 **Plan Support [No Slide];** 20 Minutes; Planning Section Chief; Facilitates approval of the plan by all Command & General Staff representatives. **Concurrence is mandatory before the plan can be approved.**
- 3.5 **Comments/Alibis [No Slide]:** ~2 Minutes; Planning Section Chief; Provides an opportunity to add any additional updates or final comments. Once all questions have been addressed and any final issues resolved, the MEMA Director, or MEMA Deputy in his absence [Policy Group] will provide the official, final approval of the Incident Action Plan.

4. Meeting Inputs, Outputs, and Notes

4.1 Input

4.1.1 Product(s)

- Situational Awareness [Planning Section]
- ICS 201 Incident Briefing or IAP from the ICP, or SITREP from Agency Representative [Operations Section]
- ICS 202 Incident Objectives [Planning Section]
- ICS 204 Assignments [Operations Section]
- ICS 205 Incident Radio Communications Plan [Communications Office]
- ICS 205A Communications List [Communications Office]
- ICS 206 Medical Plan [Safety Officer]

4.1.2 **Time:** Information will be required 30 minutes prior to the start of the meeting.

4.2 Output

4.2.1 Product(s): Approved Incident Action Plan

4.2.2 **Time:** The Incident Action Plan will be distributed within one hour of the meetings' conclusion.

4.3 **Notes:** The Planning Meeting validates drafted operational plans and resource assignments. Its goal is to ensure Command & General Staff can support the plan and to secure their concurrence before the Incident Action Plan is approved.

5. Roll Call Sheet

SEOC COMMAND & GENERAL STAFF	Present	Not Present	Not Activated
MEMA Director or Deputy [Policy Group]			
Communications Office [Command Staff]			
Public Information Officer [Command Staff]			
SEOC Manager [Command Staff]			
Liaison Officer [Command Staff]			
Safety Officer [Command Staff]			
Operations Section [General Staff]			
Logistics Section [General Staff]			
Planning Section [General Staff]			
Finance Section [General Staff]			
Recovery Section [General Staff]			

EMERGENCY RESPONSE TEAM	Present	Not Present	Not Activated
Federal Emergency Management Agency			
Maine National Guard			

6. DRAFT MEETING SCRIPT

(This script is provided as a framework and can be changed or deviated from as needed.)

Planning Section Chief: “Good **[morning/afternoon/evening]**, everyone. This is the Planning Meeting for operational period **[XX]**. The purpose of this meeting is to review the drafted Incident Action Plan and gain final concurrence from all command and general staff before it is officially approved.”

[If Necessary: Use the roll call sheet to identify and confirm attendance.]

Planning Section Chief: “Let's begin by reviewing the latest situational updates, priorities, and objectives for the upcoming operational period.”

- **Situation Updates:**
[State “No Change” or provide any brief updates that have occurred since the last briefing]
- **Priorities & Objectives:**
[Review the key priorities and objectives as defined in the plan, confirming they are still accurate]

Planning Section Chief: “We will now review the drafted Incident Action Plan section by section. Please, feel free to ask questions or raise any concerns as we go.”

[Walk the group through the key components of the IAP: ICS 204 Assignments, ICS 205 Communications Plan, ICS 206 Medical Plan, etc.]

Planning Section Chief: “At this point, we will go around the table to confirm that each section can support this plan and that their assignments and resource needs are accurately reflected. Concurrence is mandatory before we can move forward.”

- Communications Office Director? **(Confirm radio plan and communication support)**
- Public Information Officer? **(Confirm public messaging and communication strategy)**
- Liaison Officer? **(Provide any external partner considerations or input)**
- Safety Officer? **(Confirm safety plan and risk mitigation measures)**
- Operations Section? **(Confirm assignments and ability to execute)**
- Logistics Section? **(Confirm resource support and needs)**
- Finance Section? **(Confirm financial support)**
- Recovery Section? **(Confirm long-term recovery considerations)**
- SEOC Manager? **(Provide overall readiness and coordination update)**

- Federal Emergency Management Agency (If attending)? (Provide any final federal considerations or input)
 - Maine National Guard (If attending)? (Provide any final military considerations or input)
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Planning Section Chief: “Thank you for your review and concurrence. Are there any final questions or comments before we seek final approval?”

[Allow a moment for any final comments or questions]

SEOC Manager/MEMA Director or Deputy Director: [SAMPLE TEXT] “Thank you, everyone. Based on your review and concurrence, the Incident Action Plan for the upcoming operational period is officially approved. We are ready to begin execution and the Planning Section will distribute the final plan.”

Planning Section Chief: “The next meeting will be the XXX meeting scheduled at XXX time.”

7. Ground Rules for Meetings [Reference Sheet]

- **Plain Language:** Avoid agency-specific codes (10-codes). Use clear English.
- **Be Punctual:** Arrive 5 minutes early. Meetings start exactly on time. If you are late, enter silently; do not interrupt.
- **Be Prepared:**
 - Know your agency's current status before you walk in.
 - Bring your notes or laptop.
 - Anticipate questions about resource shortfalls.
- **Be Concise:** Stick to the facts. Use the "Bottom Line Up Front" (BLUF) method. State the critical issue first and report exceptions only (what is wrong, what is missing, what has changed) rather than reading a routine list of "normal" operations.
- **Stand and Speak Up:** When it is your turn to report, use desk microphones. If these are disabled, stand up (if possible) and speak clearly so the entire room can hear.
- **Private Conversations (Sidebars):** Do not hold private conversations during the briefing. It distracts others and causes you to miss critical information.
- **"Take It Offline":** If a specific issue only affects two agencies, do not debate it in a briefing. Identify the issue, agree to meet immediately after the briefing, and move on.